

General Education Competency
Oral and Non-verbal Communication
Evaluation Instructions

Evaluator's role:

To view and evaluate Oklahoma City Community College students oral presentations measuring the competency of their oral and non-verbal communication skills. As evaluators, you will use the following procedures:

1. **ASAP Contact your assigned course faculty member directly** to finalize dates and times of class presentations. On the day of your presentation visits, please introduce yourself to the professor. After this introduction however, the evaluator will have no interaction with the faculty member or students before, during or after the presentations.
2. Review the evaluator's packet for contents and guidelines. Each packet should contain:
 - A. One instruction guide
 - B. One competency performance level reference guide
 - C. 25 evaluation Oral and Non-verbal Rubric forms
 - D. One report summary sheetThe rubrics and summary sheet are to be completed and submitted by the evaluator upon completion of judging the entire class.
3. Before beginning, please review the reference guidelines for each level of oral and non-verbal competency.
4. For each presentation, mark and score each student's competencies using the evaluator's Oral and Non-verbal Competency Rubric.
5. To finalize the evaluation procedure, tabulate each student's performance rubric and report all of your findings on the packet cover sheet.
6. On the Summary findings sheet please indicate the number of presentations scored, type (Gen Ed or Public Address course) and number of students scoring at each level of competency:
(5 = Outstanding 4=Good 3=Acceptable 2= Fair 1= Poor)
To avoid bias, please do not do this step until after you have evaluated all of the student presentations.
7. After evaluating the student presentations of the entire course, place all materials in the packet and turn it in to Arts and Humanities to the mailbox of Gwin Faulconer-Lippert. **THANK YOU!**